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**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Chief, Intelligence School

DATE: 22 July 1958

FROM : Chief, Clerical Training

SUBJECT: Weekly Report No. 28, 15 - 21 July 1958.

1. Numbers in Clerical Induction Training. During the week of 15 July 1958 there were 124 people in Clerical Induction Training. Of those, 81 entered for the first time.

2. Numbers in Clerical Orientation Training. During the week of 15 July there were 16 people in Clerical Orientation.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 15 July were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	38	5
Typewriting	65	24

## PERSONNEL NOTES:

25X

25X1

*He is back**on duty.*

*O/Pers, in the person of [redacted] is very unhappy about the new procedure for identifying unteachable new EOD's, and for*

25X

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getting them out of shorthand and/or typing  
Classes, and for down-grading them to  
Clerk. C/AE and C/IS are sure that the  
selection is sound & is justified. (Why  
perpetuate the recruiter's mistake?) As  
of Thursday, it appeared that O/Pers would  
not register a formal complaint, but  
there was still grumbling in Clerical  
Placement.

EF